

Discrimination Complaint Tracking System Security Agreement

As an authorized user of the Discrimination Complaint Tracking System (DCTS), you agree to abide by this user security agreement in a manner consistent with the California Department of Human Resources (CalHR) Office of Civil Rights' (OCR) DCTS Security Guidelines and the security requirements of your employing department.

You will enter and be exposed to a variety of sensitive and confidential discrimination and harassment complaints made by state employees. This may include co-workers, supervisors, management or executive management staff in which you may be acquainted. Information you will encounter may encompass various employment activities, personnel issues, and allegations of misconduct on a variety of levels.

You are expected and agree to treat all confidential and/or sensitive information with integrity and agree to comply with the following:

1. Safeguard your DCTS account login credentials to protect disclosure and unauthorized access. In the event of compromise or breach of login information, you agree to immediately notify your immediate supervisor and CalHR.
2. DCTS login passwords are individually assigned to authorized users. You are prohibited from sharing system access information with anyone including but not limited to your supervisor, subordinate employees, or persons performing your job duties in your absence. To the extent that is necessary for other employees to access DCTS data, such employees must make a separate request to CalHR for their own system access credentials.
3. You agree to protect DCTS data against unauthorized access by securing unattended active PC/terminals. Work station computers shall be kept secure.
4. The DCTS shall be accessed only from workstations that are owned, leased or controlled by the employing department. You are prohibited from accessing the DCTS from personal computers, laptops, cell phones, tablets or any other personal electronic device.
5. You agree to immediately notify the DCTS System Administrator of any suspected or known unauthorized activity that is or may be in violation of this agreement.
6. If you suspect or have knowledge that your DCTS password or login credentials have been compromised, you agree to immediately change your password and notify the DCTS System Administrator.
7. Discrimination and harassment complaint information is confidential and you are prohibited from revealing any and all complaint information to an unauthorized person.
8. Unauthorized modification or deletion of complaint information outside the system's intended and approved use is strictly prohibited. Illegal access or misuse of your user account will result in revocation of your access and may be punishable by dismissal.

9. You agree that if your job assignment changes, for example, a transfer to another position outside of EEO, your access will be void and you may not continue to access the DCTS and must immediately inform your department and the CalHR OCR.
10. If at any time you discover you have, or may have, violated this agreement and/or compromised system security in any manner, you agree to immediately report it to your immediate supervisor and the CalHR OCR.
11. You understand that CalHR has the right to investigate any potential security breaches or other incidents involving the DCTS and agree to fully cooperate with any such investigation.

I certify that I have read and understand the CalHR DCTS Security Guidelines as outlined. By signing the DCTS Security Agreement, I accept personal responsibility to preserve all confidential information I may be exposed to during the performance of my governmental duties. I understand that if I intentionally misuse and/or disclose confidential information obtained from the DCTS I may be subject to administrative, criminal, and/or civil action.

I understand that it is my personal responsibility to safeguard my assigned access login credentials at all times and that sharing, borrowing, and loaning the use of DCTS accounts and/or passwords or disclosure of user authentication information is strictly prohibited.

I agree to comply with the DCTS Security and Access Guidelines, all departmental policies, and state and federal law regarding the use and protection of confidential information and information technology (IT) resources. I understand that unauthorized access⁵, attempted access or misuse of any computer systems or data of the State of California is a violation of Section 502⁶ of the California Penal Code, and is subject to civil actions and/or criminal prosecution.

Print Name: _____

Signature: _____ Date: _____

Violation of this Security Agreement is considered serious. Users who violate this agreement will have their access immediately terminated. The department has a right to pursue corrective and/or adverse action against any employee who violates any provision of this agreement.

⁵ [State Administrative Manual Chapter 5300 \(SAM – Information Security\)](#)

⁶ [Penal Code, § 502](#)